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ATTACHMENT C

17 December 1954

SUMMARY OF OVERTIME POLICIES PRESENTLY IN FORCE  
IN THE SEVERAL COMPONENTS OF THE AGENCY

I. The policy of the DD/P for individuals in grades GS-11 and above is as follows:

If the individual is in an essential position, cannot use annual leave that he has already accrued, and, therefore, would not be able to use compensatory leave, payment for overtime is authorized by the approving authority (the chief of a Senior Staff or Area Division). If, however, he would be able to make use of compensatory leave, the authorization for payment of overtime is generally not given.

II. The policy of the DD/I for individuals in grades GS-11 and above is stated below.

1. In specific reference to the question of the method of payment of employees in grades GS-11 and above, the present policy and practice of the offices is in accordance with the provision of paragraph 5a(2) of Agency Notice [ ] which provides that normally an employee in this category will be granted compensatory time off in lieu of overtime pay. The only exceptions permitted to this policy are in those instances where it is determined that it is not feasible to grant compensatory time off.

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2. A brief summary by offices is as follows:

ORR: Paid overtime for grades GS-11 and above has been entirely eliminated in most components. Exceptions where it has not been found feasible to give compensatory time off are the Intelligence Information Staff, the Office of the Chief, Economic Research, Materials Division, Services Division and the Basic Intelligence Division.

OCI: More overtime pay than compensatory time off is being authorized due to the necessity of maintaining the six-day week publication schedule.

ONE: The combination of the small staff and heavy workload involving rush deadline projects has necessitated the payment of overtime in lieu of compensatory time off in many instances.

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OSI: Compensatory time off is authorized in most instances. During the four payperiods that the new policy has been in effect an average of only eleven GS-11's and above have been authorized overtime in lieu of compensatory time.

OCD: Since the new overtime policy has become effective, overtime pay in lieu of compensatory time has been authorized only in four instances due to special circumstances which prevent granting of compensatory time off.

FDD: Overtime is on a paid basis and normally compensatory time is not authorized due to a constant backlog of work which is often increased by spot emergency requirements.

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[ ] GS-11's and above in the field receive compensatory time off and exceptions to this policy can only be made by the Chief, [ ]. In headquarters, compensatory time is also used except in cases where the workload is such that personnel cannot be spared.

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Contact Division: In headquarters, overtime is negligible and the policy is to handle this on a compensatory basis. Com-

III. The policy of the DD/A respecting overtime for individuals in grades GS-11 and above is as follows:

Office of the DD/A - compensatory time  
Management Staff - payment in cash; however, the policy is also not to authorize any overtime.  
Office of the General Counsel - compensatory time  
Logistics Office - compensatory time  
Medical Office - compensatory time  
Audit Office - payment in cash  
Security Office - payment in cash  
Office of the Comptroller - payment in cash, as long as funds are available.

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IV. The policy of the Office of Training for individuals in grades GS-11 and above is as follows:

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About one-half of the overtime is being compensated for in the form of cash payments and the other half in the form of compensatory time. However, overtime performed by personnel at [ ] has been compensated for almost entirely by cash payments. The workload at this installation remains heavy and the training courses require the conduct of night problems and demonstrations, as well as a large amount of weekend work.

Overtime compensation for personnel in grades GS-10 and below has been entirely by cash payments.

Furthermore, every effort is being made to reduce overtime throughout the Office.

V. The policy of the Office of Communications for overtime payment is as follows:

Since communications coverage is required 24 hours per day, seven days per week, all employees, regardless of grade are paid overtime when involved in such duty outside of normal working hours. For others holding grades above GS-9, compensatory time in lieu of overtime is encouraged. The Staff Duty Officer must use compensatory time within 15 days from the date on which overtime was performed. Use of overtime and excessive accumulation of compensatory time is discouraged whenever practicable.

VI. The policy of the Office of Personnel for overtime payment is as follows:

The Assistant Director for Personnel has directed that all overtime be held to an absolute minimum and that there must exist positive prior approval and justification for overtime to be worked. In the event it becomes absolutely necessary for personnel in grade GS-11 or higher to perform overtime work, they will be granted compensatory time off.

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